

NIST Technicalendar

UNITED STATES DEPARTMENT OF COMMERCE

Technology Administration
National Institute of Standards and Technology
Gaithersburg, Maryland 20899-0001

The *NIST Technicalendar*, issued each Friday, covers scheduled events which are of interest primarily to the NIST staff. All boxed items/notices for inclusion should be in WordPerfect 5.1, 6.1, or ASCII format and MUST be received by 12:00 NOON each Wednesday unless otherwise stated in the *NIST Technicalendar*. Items for inclusion and requests for copies of this calendar should be sent to Ms. Sharon Mingo, Editor, Building 820, Room 125, National Institute of Standards and Technology, Gaithersburg, MD 20899-0001, (Telephone: 301/975-3570; FAX: 301/926-4431; or E-mail: mingo@micf.nist.gov).

All lectures and meetings are open unless otherwise stated.

NIST Weekly Calendars and Bulletins Online

The address for online weekly editions (most recent three months) of the *NIST Technicalendar* and *NIST Administrative Calendar* is:

<http://ts.nist.gov/nvl/htdocs/calendars/calendars.html>

Calendar files are in pdf format. If you don't already have the free Adobe Acrobat Reader, first download it from:

<http://www.adobe.com/Acrobat/readstep.html>

The *Boulder Laboratories Weekly Bulletin* (current and previous week), in html format, is available online at:

<http://www.boulder.nist.gov:1580/bulletin/>

The OIS announces that the private_lgopher (alternate name: private-lgopher) the experimental Gopher which has been in operation since 1994, has been shut down, per Wo Chang, CSL. To access the NIST Virtual Library (NVL) resources, PCs using a graphical Web interface (such as Netscape or Mosaic) should use the address: "http://ts.nist.gov/nvl" to use the full range of available online resources.

Gopher access to the NVL : Gopher to "gopher://ricmenu.nist.gov." The NVL gopher is no longer under development. Resources which appear on the Web version of the NVL are *not* represented on the Gopher version.

DOS access to the NVL Online Catalog: telnet to port 7172 on ricmenu.nist.gov. These instructions are for users of OnNet 1.2 and 2.0 (use DOS telnet, "tn.exe"). If you are using a different communications package, you may need to type the port number after a space instead of a colon. Please check any documentation.

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7172" (note the colon between the address and the port number). This connects to the NVL Online Library Catalog (LIBRO) directly. No password is required. DOS access to the NVL's OCLC First Search: telnet to port 7171 on ricmenu.nist.gov.

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7171." This connects to OCLC First Search directly. No password is required.

UNIX: if gopher is defined as "ricmenu.nist.gov," then the command, "gopher" will connect with ricmenu.nist.gov gopher interface.

For additional information please contact Amy Wells (amy.wells@nist.gov), 975-2146 or Pamela Mason (pamela.mason@nist.gov), 975-4465.

JUNE 17 TO JUNE 21, 1996 MEETINGS AT NIST

6/17—MONDAY 10:00 a.m. MANUFACTURING SYSTEMS INTEGRATION DIVISION SEMINAR: Manufacturing Process Specifications in the Real World, B. Davies, Motorola Semiconductor Products Sector, Mesa, AZ. Rm. A108, Metrology Bldg. (NIST contact: C. Schlenoff, 975-6536.)

6/18—TUESDAY 10:00 a.m. MATERIALS SCIENCE AND ENGINEERING LAB. SEMINAR: Mechanisms of Fatigue-Crack Propagation in Metals, Intermetallics, and Ceramics, R.O. Ritchie, Univ. of California, Berkeley, CA. Rm. A366, Materials Bldg. (NIST contact: B. Lawn, 975-5775.)

6/18—TUESDAY 10:30 a.m. APPLIED AND COMPUTATIONAL MATHEMATICS DIVISION SEMINAR: Optimal Signal Sets for Non-Gaussian Detectors, A. Kearsley, Univ. of Massachusetts, Dartmouth, MA. Rm. 685, Bldg. 820 (NIST North). (NIST contact: P. Boggs, 975-3816.)

6/19—WEDNESDAY 10:30 a.m. FIRE SEMINAR: Meeting Fire Retardant Goals Using Polymer Additive Systems, E. Weil, Polytechnic Univ., Brooklyn, NY. Rm. B245, Polymer Bldg. (NIST contact: J. Gilman, 975-6573.)

6/21—FRIDAY 11:00 a.m. IONIZING RADIATION DIVISION SEMINAR: Recent Developments at Nagoya University in Radiation Measurement Using Optical Fibers, an Imaging Plate, and a Proportional Counter, C. Mori, Nagoya Univ., Japan. Rm. C301, Radiation Physics Bldg. (NIST contact: R. Hutchinson, 975-5543.)

Computing and Applied Mathematics Laboratory/Statistical Engineering
Division

CASE STUDIES IN UNCERTAINTY ANALYSIS

Keith Eberhardt

This two-day course, the fourth in a unified program of short courses in applied statistics primarily for the NIST community, will consist of detailed discussions of several example uncertainty analyses. The course will be held on Mondays, June 10 and June 17, 9 a.m. - 12 noon in Lec. Rm. A. For more information on this course contact K. Eberhardt, 975-2853, keith.eberhardt@nist.gov. For information on later courses in this series, contact M. Vangel, 975-3208, mark.vangel@nist.gov, or see the event calendar under the Statistical Engineering Division home page, URL <http://www.cam.nist.gov/caml/sed/>. Registration is \$50, and Form DN-11 should be submitted to P. O'Connor, Training Office, Admin. A123, by COB June 5.

**COMPASS '96 — 11TH ANNUAL CONFERENCE ON COMPUTER
ASSURANCE**

June 17-21, 1996, NIST

TUTORIALS: Safety Case Construction, Human-Machine Interface, Cryptographic Protocols, ACL2, Reasoning About Assurance, Formal Analysis.

SESSIONS: Formal Specification and Analysis, Mechanical Theorem Provers, Formal Methods, Program Verification, Software Safety, Computer Security, Testing.

PANELS: From Theory to Practice—Bridging the Gap, High Assurance Computing.

BANQUET SPEAKER: Nancy Leveson (University of Washington, U.S.A.).

TOOLS FAIR: NRL's requirements toolset SCR*, CLInc's ACL2 theorem prover, two model checkers, + many more.

**For a complete program and registration information contact: Laura
Ippolito, 975-5248 or lippolito@nist.gov.**

Calibration Services Forum

OPTIONS FOR A NEW U.S. CALIBRATION SERVICE ORGANIZATION

Thursday, June 20, 1996, 3:30 p.m., Gaithersburg, Lecture Room F
1:30 p.m., Boulder, Room 4550

This presentation and discussion will be a videoconference with Boulder.

Harry Rook has been detailed to the NIST Director's Office to develop new models for the output programs in the Office of Measurement Services (OMS) by the end of this calendar year. He has accelerated his work in the calibrations area of OMS and has been asked by Bob Hebner and Peter Heydemann to provide a "concept plan for a new calibration service organization for the United States" by August. He will present the several options that he is studying during the videoconference and is seeking input from the participants about their observations, customer needs, and the U.S. institutional capabilities.

Advance Notice

**NIST UPDATE
DIRECTOR'S ADDRESS TO THE NIST STAFF**

Thursday, June 27, 1996, 10:30 a.m. - 11:30 a.m.
Red Auditorium

Director Arati Prabhakar will discuss current issues, recent activities, and future plans at NIST. A question and answer period will follow.

There will be an interpreter for the hearing impaired.

Advance Notice
Public and Business Affairs Division

WASHINGTON POST SCIENCE EDITOR TO ADDRESS NIST STAFF

Thursday, July 11, 1996, 10:30 a.m. to 11:30 a.m., Lecture Room B

The Media Liaison Group of the Public and Business Affairs Division is pleased to announce that Curt Suplee, science editor for the *Washington Post*, has accepted our invitation to speak to NIST staff.

Curt will discuss how the *Post* covers science and technology, what makes a "good" story in the eyes of the *Post*, and what *Post* reporters need from science/technology experts when a story is in production.

We encourage all staff who regularly deal with the media, who expect to deal with the media in the future, or who are just interested in learning how science and technology are covered by the press to attend. We hope that this will be the first in a series of talks by reporters and editors as part of PBA's Media Communicators Program.

Questions: Call Linda Joy, 975-4403.

MEETINGS ELSEWHERE

Advance Notice
**TECHNOLOGY TRANSFER SOCIETY MEETS IN CLEVELAND
JULY 21-23**

Technical specialists from all over the United States will gather in Cleveland, July 21-23, for the 21st annual meeting of the Technology Transfer Society. The meeting will highlight 20 papers on international issues such as recent ventures between the United States and Korea and a benchmark study of manufacturing extension in Europe, Japan, and the United Kingdom. David Broder, a columnist with the *Washington Post*, will give a luncheon address on July 22.

For further information contact the Society at 317/738-3908.

TALKS BY NIST PERSONNEL

ATHA, D.H. (Co-authors: H. Morehead, J. Tian, A. Juhasz, and C. O'Connell, NIST; H.M. Wenz, Perkin/Elmer/ABI): "Detection of P53 Point Mutations by Single Strand Conformation Polymorphism (SSCP): Comparison of Analysis by Slab Gel and Capillary Electrophoresis," IBC Conf. on Diagnostic Gene Detection Technology, Coronado, CA, 5/2/96.

BELL, C.: "New Bonded Phases for the Improved Separation of Carotenoid Isomers by High Performance Liquid Chromatography" Poster session, HPLC 96, Marriott Hotel, San Francisco, CA, 6/18/96.

CARASSO, A.S.: "Lévy Densities, Inverse Diffusion and Image Deblurring," 1996 Gordon Conf. on "Fractals," New England College, Henniker, NH, 6/16/96.

CHUANG, T.-J.: "Crack Growth at an Interface Between Coating and Substrate is Analyzed for Purpose of Predicting Life and Durability," Creep Crack Growth at a Biomaterial Interface, The Johns Hopkins Univ., Baltimore, MD, 6/14/96.

CLARK, C.W.: "Excitation and Engineering of Atomic Bose-Einstein Condensates," Canadian Association of Physicists, Univ. of Ottawa, Canada, 6/18/96.

COLUCCI, D.: "Single Step Creep and Stress Relaxation Responses of Polycarbonate: Biaxial Measurements," ASME Conf., The Johns Hopkins Univ., Baltimore, MD, 6/14/96.

COURSEY, B.M.: "Standards and Measurements for Therapeutic Radionuclides," American Assoc. of Physicists in Medicine (AAPM) Scientific Meeting, College Park, MD, 6/7/96.

CURRIE, L.A.: "Afterpulse Dating of GM Tubes," BOC Group, Inc., Murray Hill, NJ, 6/11/96.

FLETCHER, R.: "Development of a Particle-in-Oil Standard for the National Fluid Power Industry," Joint Research Conf. on Statistics in Quality, Industry, and Technology, NIST, Gaithersburg, MD, 5/29/96.

GAITAN, M.: "Thermo-Electro-Mechanical Structures: Opportunities for Sensing and Control in Manufacturing," Univ. of Maryland, College Park, MD, 5/16/96.

JEFFERY, A.-M.: "NIST Comparison of Quantized Hall Resistance and the Realization of the SI Ohm Through the Calculable Capacitor" and "Conversion of a 2-Terminal-Pair Bridge to a 4-Terminal-Pair Bridge for Increased Range and Precision in Impedance Measurements," IEEE Conf. on Precision Electromagnetic Measurements, Braunschweig, Germany, 6/17 and 6/19/96.

LANGER, S.: "Morphogenesis in Polymer/Liquid Crystal Materials," Conf. of Pattern Formation in Physics, Univ. of Western Ontario, London, Canada, 6/15/96.

LINDSTROM, R.M.: "Improved Cold-Neutron Prompt Gamma Spectrometer" and "Ensuring Accuracy in Spreadsheet Calculations," American Nuclear Society Annual Meeting, Reno Hilton Hotel, NV, 6/18/96.

MC KENNA G.: "Sub-Tg, Time-Temperature and Time-Strain Superposition in Polymers at Large Deformations" and "Prediction of the Extension and Compression Responses of Glassy Polycarbonate in the Nonlinear Range From Torsional Measurements, Using a Compressible Valanis-Landel Analysis," ASME Conf., The Johns Hopkins Univ., Baltimore, MD, 6/13 and 6/14/96.

MCLAUGHLIN, W.L.: "Radiation Chemical Mechanisms of Radiochromic Films," American Assoc. of Physicists in Medicine (AAPM) Scientific Meeting, College Park, MD, 6/7/96.

SALIT, M.L.: "Trusted Line Positions and Spectral Atlas for the Atmospheric Pressure Inductively-Coupled Plasma," Atomic and Molecular Data for Science and Technology, Harvard-Smithsonian Center for Astrophysics, Cambridge, MA, 6/14/96.

SANDER, L.: "Investigations on Chain Order and Mobility of High Density C18 Phases by Solid-State NMR Spectroscopy and Liquid Chromatography," HPLC 96, Marriott Hotel, San Francisco, CA, 6/18/96.

SCHULTHEISZ, C.: "Volume Changes in Polycarbonate Following Temperature Jumps," ASME Conf., The Johns Hopkins Univ., Baltimore, MD, 6/13/96.

TARLOV, M.J.: Characterization of Self-Assembled Monolayer/Biomolecular Composite Structures," 70th American Chemical Society Colloid and Surface Science Symposium, Clarkson Univ., Potsdam, NY, 6/18/96.

ZIMMERMAN, N.: "Results of Capacitance Ratio Measurements for the Single Electron Pump-Capacitor Charging Experiment," IEEE Conf. on Precision Electromagnetic Measurements, Braunschweig, Germany, 6/20/96, and "Active Gate-Voltage Control of Switching Dynamics of a SET Transistor," Euromet Meeting on Single Electron Tunneling (SET), Braunschweig, Germany, 6/21/96.

1996 WORLD STANDARDS DAY PAPER COMPETITION

This year, the U.S. standards community will celebrate World Standards Day on October 16. To highlight the importance of standards to industry and government, the sponsors of World Standards Day, including NIST, are again holding a paper competition. The theme for the 1996 World Standards Day paper contest will be "U.S. National vs International Standards."

PRIZE: The author(s) of the winning submission will receive \$2500 and a commemorative plaque. The winning paper will be published by ANSI, the Standards Engineering Society and others.

ELIGIBILITY: The competition is open to individuals in private sector or government facilities located in the United States. The paper may be co-authored.

RULES: The paper must be original and not previously published. NIST papers should be processed through WERB or BERB in the usual way. Papers must be between 2500 and 4500 words and should not exceed 20 pages. Entries must be received by September 1, 1996. Contest rules and application forms may be obtained from: Underwriters Laboratories, Inc., Attn.: Carolyn Anderson, WORLD STANDARDS DAY PAPER COMPETITION, 12 Laboratory Drive, Research Triangle Park, NC 27709; Phone: (919) 549-1877; Fax: (919) 547-6018.

NIST Administrative Calendar

Notices to be included should be transmitted in writing in time to be received by NOON on WEDNESDAY. Send to Management & Organization Division, Bldg. 415, Room 118, extension 4074, fax to 926-8091, or e-mail to gmr@micf.nist.gov.

June 17 - June 21, 1996

ADMINISTRATIVE ITEMS - New

STUDENT PICNIC

Friday, July 19th, beginning at 12:00 noon there will be a picnic for students in the Picnic Grove located in front of the Administration Building. Hamburgers, hot dogs, salads, fruit and lots of goodies! There is NO COST for the picnic. For a reservation, please call Lannette Myers on extension 3028 by July 15th.

Iron Age Shoemobile to Visit NIST

The Iron Age Shoemobile will be at NIST on Monday, June 24, 1996, from 12:00 noon to 3:00 p.m. The staff may purchase shoes from the shoemobile or place an order for shoes which will be shipped to their home. The shoemobile will be located north of Building 231 (Industrial). For further information you can contact the Safety Office on extension 5818.

Health Unit - Breast Cancer Awareness

Breast cancer is most easily treated and cured when found early. On June 25th and 27th, at 2:00 p.m. the Health Unit will be teaching a Self-Breast Examination. Please call the Health Unit on extension 5131 to schedule an appointment to see this presentation.

SEBA Picnic

The SEBA Picnic will be held this year on June 22, from 11:00 a.m. to 3:00 p.m. Bring your family and join us for a day of fun at our annual picnic. Admission is \$4 per adult and \$2 per child (12 yrs. & under).

Beauty Shop News

The Beauty Shop will be closed from 12:00 noon on Friday, June 21st and will reopen on Monday, July 1, for vacation. The Beauty Shop will be open on Monday, June 17th, and July 1st. Specials for the Month of July: \$5 OFF on Perms, and Color and Cut. Special gift for clients that have hair color and cut done.

Barber Shops News

The Barber Shop will be closed from 12:00 noon on Friday, June 21st and will reopen on Monday, July 1, for vacation. The Barber Shop will be open on Monday, June 17th, and July 1st.

ADMINISTRATIVE ITEMS - Continuing

Reminder - Bitnet Service Termination

NIST's connection to the Bitnet network will end effective June 30, 1996. Bitnet is winding down and has

recommended that all member sites end their dependence on the network. As most Bitnet sites are also on the Internet this change should not cause problems for users communicating via e-mail. For more details about this change, please access the following World Wide Web URL:

<http://larch.cam.nist.gov/~crosson/bitnet.html> or contact Linda Pelleu on extension 3815 or linda.pelleu@nist.gov.

HEAR YE!!! HEAR YE!! Continuing Education Fair '96

General Services Administration Policy, Planning, and Evaluation will offer a Continuing Education Fair on June 25th from 10:00 a.m. to 2:00 p.m. in the Employees Lounge, Admin. Building. Representatives will be available from the following: Johns Hopkins University, George Washington University, University of Maryland, Marymount University, American University, Catholic University and Capitol College. Please come and join them!

Annual Required Ethics Training **PLEASE NOTE CHANGE IN DATES**

The DoC Office of General Counsel will be at NIST for our Annual Ethics Training in July 1996. All NIST employees required to file financial disclosure forms are **REQUIRED TO ATTEND**. The Ethics Training will be held on July 10, 17, and 18 in the Green Auditorium. OU's have been assigned specific dates and times as follows:

| | | |
|---------------------------|---------------------------|---------------------------|
| 100 - July 10, 9:30 a.m. | 820 - July 10, 11:00 a.m. | 860 - July 18, 9:30 a.m. |
| 200 - July 10, 9:30 a.m. | 830 - July 17, 9:30 a.m. | 870 - July 18, 11:00 a.m. |
| 300 - July 10, 1:30 p.m. | 840 - July 17, 11:00 a.m. | 880 - July 18, 1:30 p.m. |
| 810 - July 10, 11:00 a.m. | 850 - July 17, 1:30 p.m. | |

NOTE: A make-up session is scheduled for July 31, in the Green Auditorium at 9:30 a.m., 11:00 a.m., and 1:30 p.m. For additional information, please contact Debbie Martin on extension 3039.

Printed NIST Telephone Directory???

If you have need for or interest in having a **printed** NIST Telephone Directory, please send an e-mail to **walter.rabbitt@nist.gov** indicating the number of copies you would like to receive for you and/or your organization. If sufficient interest is indicated, the directory information will be stored electronically in ReproGraphics, updated monthly, and printed on demand. Those wishing to receive copies of the directory should transmit the e-mail not later than June 24, 1996.

Retirement Luncheon for Evelyn Maxwell

Evelyn Maxwell of the Reactor Radiation Division will be retiring on July 3, 1996, after 35 years of government service. A retirement luncheon for Evelyn will be held on Tuesday, July 9, 1996, at 11:30 a.m. at the Golden Bull Grand Cafe. The cost of the luncheon is \$15.00 which includes tax and gratuity. A buffet will be served and a cash bar will be available. Please contact Kelly Ruhl on extension 6248, or Joan Hill on extension 6210 by July 1, 1996, if you plan to attend the luncheon or if you would like to contribute towards a gift.

NIST Child Care Center - OPEN HOUSE

The NIST Child Care Center has openings in our 2-5 year old program starting September 3, 1996. Stop by our OPEN HOUSE on June 20th, between 9:00 a.m. to 12:00 noon or 3:00 to 6:00 p.m. Here's your chance to see this award winning, competitively priced, nationally accredited program in action! Scholarships are available. Call Debi Phelps on extension 2152 for more information. See you there!

NAAS - NIST ASSOCIATION FOR AFRICAN-AMERICAN STAFF

NAAS General Meeting

NAAS will hold a general meeting on Thursday, June 27, at 12:00 noon. The meeting will be held in Lecture Room C, Administration Building. For further information, contact Charles Yancey on extension 6073 or Mary Chaney on extension 3027.

PCX No. 268 _____ **June 10, 1996**

PC-EXCHANGE: Share your PC problems, questions, etc. so that other staff members can benefit from your experience or offer suggestions to address your PC needs. Mail/phone your contributions (anonymously or with credit) to Gaithersburg PC Assistance. Gaithersburg PC Assistance: Call the PC Assistance Hotline (voice or TDD), 301/975-3099; Admin/A738; e-mail PCASSIST@micf.nist.gov. Access the PC Assistance Web Page at: <http://larch.cam.nist.gov/~eater/pcassist.html>. Gaithersburg PC Maintenance and Hardware Upgrades: Call the PC Maintenance Hotline, 301/975-4090. Boulder PC Assistance or Maintenance: Call the Boulder PC Support Hotline, 303/497-3931; Room 1-4050; e-mail PCASK@bldrdoc.gov.

268.1 COPYING TEXT BETWEEN WINDOWS/WIN95 APPLICATIONS - To save time retyping text, use the Windows or Windows 95 Cut/Copy/Paste features. An example would be a user wanting to copy text from a WordPerfect for Windows document into InForms. With WPWin open and the text on the screen, select the text you want to copy by dragging the mouse over the text, then from the Menu bar choose Edit, Copy (or press the keystroke shortcut [Ctrl c]). This step copies the selected text to the Windows Clipboard. Next, open the form desired in InForms, move the insertion point to the field into which you wish to copy the data, and choose Edit, Paste (or [Ctrl v]) to paste the data. Keep the Cut/Copy/Paste feature in mind when using other Windows applications, such as Eudora or Synchronize.

268.2 CREATE A NEW FOLDER WHILE SAVING A FILE IN WINDOWS 95 - When using Save As... menu option in a Windows 95 application, you can create a new folder while saving the file. Select Save As... then choose a location for the new folder in the Save In drop-down menu. Then choose the folder icon on the toolbar on the far right (when you hold the cursor over the icon it will say "Create New Folder"). When you click on this icon you will then be able to name the new folder.

268.3 NETSCAPE SOFTWARE - Thanks to Tish Antonishek (888) for the following: Our Netscape Navigator order has arrived. It is not, as previously thought, a license number, rather, it is an authorization to continue using Netscape Navigator beyond the 90-day evaluation period. The current version of Netscape Navigator is 2.02. For current Netscape, Mosaic, or Internet Explorer users, this is available from the internal information server at http://www-i.nist.gov/software/synchronize/netscape_order.html. For those users who do not yet have a web browser, the installation files are also available from the internal FTP server, ftp-i.nist.gov, in the /pub/incoming directory. Instructions for downloading via FTP and installing Netscape, for MS-Windows users, are available by e-mail. Send an e-mail message to netscape-ftp@nist.gov, which will automatically reply with downloading and installation instructions. Please remember that this is not a site license for NIST, and only those for whom copies have been purchased are permitted to download this software. If you have any question concerning whether a copy of the software has been purchased for your use, contact your Administrative Officer. We have also purchased one-year's technical support for Netscape. Until May 28, 1997, we will be provided with all major and minor upgrades. As these upgrades become available, you will be notified. To purchase additional copies of Netscape, you must complete a purchase requisition stating that the purchase should go through the NIH Electronic Computer Store, and that the vendor is BTG, Inc., on

contract number 263-95-D-0322. Netscape purchases through the NIH Electronic Computer Store cannot be purchased with bankcards.

OFFICE OF INFORMATION SERVICES - News

Library Tours

A 30-minute tour of the NIST Library (Research Information Center) is given on the 2nd Wednesday of every month. A member of the Office of Information Services staff is on hand for as long as necessary afterwards to answer questions, or to arrange for more detailed explanations of specific areas.

No reservation is required. If you have any questions, or want to make suggestions about what should be covered, call Marietta Nelson on extension 3055. Next tour: Wednesday, **July 10, 1996**, at 10:30 a.m.

Relocation of Books and Journals

On Monday, June 10th, movers will begin shifting and relocating Library books and journals. The Library will remain open and library materials will be available as usual during the two-week period of the move. Patrons are advised that locations of materials will be changed and there may be some disruption during the shift with some materials temporarily difficult to locate. Thank you for your cooperation. Please contact Susan Sanders on x3772 if you need assistance.

Training on the NIST Virtual Library

The Office of Information Services is offering training on the *NIST VIRTUAL LIBRARY*, which provides online access from your desktop computer to a variety of information resources and services. The next training date is June 25, 1:30-4:00 p.m., in Room A41 in the basement of the Administration Building. Participants should know how to use a mouse. To register, please call Diane Cunningham on extension 3053. There is no cost for this training.

Attention Library Patrons

The OIS has been notified by the Computer Systems Laboratory that the private_lgopher (alternate name: private-igopher), which has been in operation since 1994, has been shut down. To access the NIST Virtual Library (NVL) resources, PCS using a graphical Web interface (such as Netscape or Mosaic) should use the address: "<http://ts.nist.gov/nvl>" to use the full range of available online resources.

Gopher access to the NVL : Gopher to "<gopher://ricmenu.nist.gov>". The NVL gopher is no longer under development. Resources which appear on the Web version of the NVL are **not** represented on the Gopher version.

DOS access to the NVL Online Catalog: telnet to port 7172 on ricmenu.nist.gov. These instructions are for users of OnNet 1.2 and 2.0 (use DOS telnet, "tn.exe"). If you are using a different communications package, you may need to type the port number after a space instead of a colon. Please check any documentation.

In the dialog box or at the command line, type "[tn ricmenu.nist.gov:7172](telnet://ricmenu.nist.gov:7172)" [Note the colon between the address and the port number.] This connects to the NVL Online Library Catalog (LIBRO) directly. No password is required.

DOS access to the NVL's OCLC First Search: telnet to port 7171 on ricmenu.nist.gov

In the dialog box or at the command line, type "tn ricmenu.nist.gov:7171". This connects to OCLC First Search directly. No password is required.

UNIX: if gopher is defined as "ricmenu.nist.gov", then the command, "gopher" will connect with ricmenu.nist.gov gopher interface.

For additional information, please contact Amy Wells (amy.wells@nist.gov), x2146 or Pamela Mason (pamela.mason@nist.gov), x4465.

Other Training Notices

For information about *Introduction to Information Resources on the Internet and Navigating the Internet With Netscape*, please see the Computer Training section under Training and Education Opportunities in this issue of the Administrative Calendar.

SEBA - STANDARD EMPLOYEES BENEFIT ASSOCIATION

Busch Gardens - Club USA Card - Double Discount Days through June 30
Present your Anheuser-Busch Theme Park Club USA card at any Busch Gardens Williamsburg general admission window and say "DOUBLE MY DISCOUNT." Offer valid for one-day admission ticket purchase Busch Gardens Williamsburg ONLY! SAVE up to \$48 for up to 6 admissions on one-day general admission. Busch Gardens Club USA cards are available in the SEBA Store for SEBA members.

SEBA Gift Store
RENOVATION SALE!! 75% OFF all merchandise with the exception of NIST/NBS tee shirts and sweatshirts (50% off). The other NIST logo items, Leggs panty hose and some Russell Stover candy, regular price. All greeting cards are 3 for \$1. Until further notice, the SEBA Store hours will be Tuesday thru Thursday, 10:00 a.m. to 3:00 p.m.

Vendor Schedule
The following vendors will be located in the Bldg. 101 Cafeteria:
June 18 and 19 - RH Enterprises - Fragrances
June 20 and 21 - Cellular One Phones
June 26 and 27 - United Vision - Children's Educational Items
July 2 and 3 - Jack Vogt Jewelry

The following vendors will be located in the Employee's Lounge, Bldg. 101:
July 9 and 10 - Art Expressions

CAFETERIA MENU (Subject to change without notice)

| | | | | |
|--|---|---|--|---|
| <u>Monday</u> Special Sherried Beef over Rice Peas & Mushrooms Roll & Butter Fresh Fruit | Entrees/Vegetables Burrito Eggplant Parmesan Sherried Beef over Rice Peas & Mushrooms California Vegetables | Mixed Squash Rice Soup/International Beef Noodle Pasta | <u>Tuesday</u> Special Chicken Cordon Bleu Turnip Greens Rosemary Potatoes Roll & Butter | Entrees/Vegetables Burrito Macaroni, Beef & Tomatoes Chicken Cordon Bleu Southern Style Turnip |
|--|---|---|--|---|

Greens
Sliced Carrots
Rosemary Potatoes
Rice
Soup/International
Potato Leek
Pasta

Wednesday
Special
Baked Fish Primavera
Zucchini & Green
Beans
Glazed Rutabagas
Roll & Butter
Entrees/Vegetables
Burrito
Chicken Pot Pie
Baked Fish Primavera
Zucchini & Green
Beans
Glazed Rutabagas
Baked Potato
Rice
Soup/International
Old Fashioned Bean
Creole

Thursday
Special
Turkey Divan
Rice
Limas & Mushrooms
Roll & Butter
Entrees/Vegetables
Taco Salad
Burrito
Turkey Divan
Salisbury Steak
w/Mushroom Sauce
Creamed Spinach
Limas w/Mushrooms
Mashed Potatoes
Rice
Soup/International
Minestrone
Pasta

Friday
Special
Baked Fish Creole
Cauliflower
w/Hollandaise
Sauce
Cajun Potatoes
Entrees/Vegetables
Burrito
Baked Fish Creole
Southwestern Beef &
Peppers
Fried Whiting Fillet
Cauliflower
w/Hollandaise
Sauce
Oriental Vegetables
Cajun Potatoes
Rice
Soup/International
Chicken Rice
Pasta

TRAINING AND EDUCATION OPPORTUNITIES

To reserve a space in any training course an approved NIST Request For Training Memo must be submitted unless otherwise noted. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-reserved basis. Without an approved Memo, we are unable to reserve a space in any class. Please forward the approved Memo as soon as possible when planning your training. If you have any questions, please call x3017. The Training Office Fax # is 947-0182. Thank you!

****MANAGEMENT UPDATE SERIES****

The Management Update Series is a series of monthly briefings for all supervisors and managers focusing on administrative subjects critical to the way we operate. The Request for Training Memo is not required for sessions in the Management Update Series, unless otherwise noted.

CLASSIFICATION TRAINING FOR SUPERVISORS

Description: The classification and position description system is a component of the NIST Personnel Management Demonstration Project. As a supervisor of employees covered by the demonstration Project, you are delegated authority to classify positions of employees covered under the Demonstration Project. In this session you classify and create a position description. This is a required course for every probationary supervisor. The course must be completed before a supervisor can access the Automated Classification System (ACS).

Instructor: Carol Hubshman, Office of Human Resources

Management
Cost: NONE
Date: July 10, 1996 (Note New Date)
Location: A41, Administration Building
Time: 9:30 a.m. - 11:00 a.m.

Due to the limited number of p.c's every participant must reserve a space. Please call X3017 to register.

STAFFING POSITIONS AT NIST

Instructor: Debbie Martin, Office of Human Resources
Management
Cost: NONE
Date: June 19, 1996
Location: Lecture Room D, Administration Building
Time: 1:30 p.m. - 3:00 p.m.

RETIREMENT/BENEFITS

Instructor: Marcia Robertson, Office of Human Resources
Management
Cost: NONE
Date: June 24, 1996
Location: Lecture Room D, Administration Building
Time: 1:30 p.m. - 3:00 p.m.

CONFLICT RESOLUTION FOR MANAGERS AND SUPERVISORS

Description: This course is open to all supervisors and managers. Participants learn methods for diagnosing sources of conflict and strategies for successfully resolving many different types of conflict. In addition, participants identify their own conflict style and its strengths and

weaknesses. Workshop methods include: tailored cases, structured exercises, Negotiation Style Inventory instrument and film.

Instructor: Liz Berney of Berney Associates

Cost: Approximately \$115 per participant

Date: July 9, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 18.

PERFORMANCE MANAGEMENT SYSTEM (SUPERVISORS AND MANAGERS)

Instructor: Ellen Dowd, Director of Office of Human Resources Management

Cost: NONE; Date: July 22, 1996

Location: Lecture Room D, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

PERFORMANCE MANAGEMENT SYSTEM (WAGE GRADE)

Instructor: Ellen Dowd, Director of Office of Human Resources Management

Cost: NONE

Date: July 23, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

HEALTH AND SAFETY RESPONSIBILITIES

Instructor: Eleanor Bateman, Occupational Health and Safety Division

Cost: NONE

Date: July 24, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 3:00 p.m.

****EMPLOYEE UPDATE****

PERFORMANCE MANAGEMENT SYSTEM (ALL EMPLOYEES)

Instructor: Ellen Dowd, Director of Office of Human Resources Management

Cost: NONE

Date: July 23, 1996

Location: Lecture Room C, Administration Building

Time: 9:30 a.m. - 11:00 a.m.

PERFORMANCE MANAGEMENT SYSTEM (WAGE GRADE ALL EMPLOYEES)

Instructor: Ellen Dowd, Director of Office of Human Resources Management

Cost: NONE

Date: July 24, 1996

Location: Lecture Room C, Administration Building

Time: 9:30 a.m. - 11:00 a.m.

****GENERAL TRAINING****

MASTERING THE ART OF CUSTOMER SERVICE

Description: The O-Board is pleased to sponsor Nancy Friedman, an international keynote speaker on customer service and telephone skills, who will address the NIST staff on the importance of standard practices and procedures for dealing with our customers. NIST, known world-wide for setting the highest standards in science and technology, should consistently aim for the same level of performance in dealing with our customers. Nancy's common sense approach combined with her humorous presentation format, provide both an educational and entertaining resource for performance improvement in the important area of customer service. Nancy has been a guest on Good Morning America, CBS This Morning, CNN, CNBC and hundreds of other radio and TV outlets around the country. She has been on the speaker line with General H. Norman Schwarzkopf, Lou Holtz, General Colin Powell, Jack Anderson, Pete Rose, Bobby Knight and Ken Blanchard. Her clients include hundreds of major U.S. businesses, trade associations and government agencies that have benefitted from her insight on this important topic.

Please join us on August 20th to hear Nancy's thoughts on topics like the "Five Forbidden Phrases", how to deal with "Emotional Leakage" and dealing with irate customers. Nancy will also provide insight on the benefits of standardized phone greetings and effective use of the phone mail to best serve the customers and NIST staff. Bring any questions you might have for Nancy on how to handle situations you feel are unique to NIST.

Instructor: Nancy Friedman, Telephone "Doctor"

Cost: Approximately \$650 per OU (approx. \$30 per participant)

Date: August 20, 1996

Location: Red Auditorium

Time: 9:30 a.m. - 11:30 a.m.

PLEASE NOTE: Request for Training Memo is not needed, however I will need names and a CC# from each OU by July 18th.

THE CAREER REINVENTION CENTER

Description: The classes being held at Main Commerce will be coming to NIST in July!

The world and the workplace are changing rapidly. Department of Commerce employees will thrive if they learn to embrace change and steadily reinvent their skills and careers. The Career Reinvention Center is a place for each of us to launch that effort.

Workshops: Dates, Time and Location:

Resume Writing: Interested in knowing how to prepare a resume? At this interactive workshop you will learn helpful hints on how to make your resume stand out. **PLEASE NOTE: Participants should bring a draft resume to the**

workshop for the interactive class exercises.

Date: July 9, 1996

Time: 10:00 a.m. - 12:00 noon

Location: Lecture Room E, Administration Building

Cost: None

Please e-mail patricia.oconnor@nist.gov to register

Interviewing Skills: How long has it been since your last job interview? Do you think you could have done better? Come to hear what works and practice being interviewed.

PLEASE NOTE: Participants will sign-up to be videotaped. Please bring your own VCR tape to the taping session if you want to take home your taped interview.

Date: July 16, 1996

Time: 10:00 a.m. - 12:00 noon

Location: Lecture Room C, Administration Building

Cost: None

Please e-mail patricia.oconnor@nist.gov to register

BEGINNING JAPANESE IA

Description: An introductory course in Japanese language and culture. The emphasis is on oral communication. A Japanese writing system will be introduced. Students will have weekly assignments and should plan on spending at least one hour each evening studying outside of class time.

Instructor: Mrs. Akiko Roller

Cost: Approximately \$200 per participant

Dates: September 17, 1996 - January 28, 1996 (Every Tuesday)

Time: 10:40 a.m. - 12:20 p.m.

Location: B111, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by August 29 in order to receive books on time.

PLEASE NOTE: Japanese Level IIC and VIC will also continue in the fall starting September 17. When filling out your DN-11 use the same information as above.

FINANCIAL PLANNING AND THE THRIFT SAVINGS PLAN

Description: This is a wonderful one day workshop that can benefit everybody. The presenter will Sharon Cayelli, CFP, Sharon has had great reviews at other government agencies. Her workshop will cover:

- o Planning for the Future; Creating Realistic Dreams; Setting Financial Goals; and Building a Nestegg
- o Achieving Financial Goals; Managing Debt; Secrets of Successful Saving; and Tax Tips and Reviewing Your Mortgage
- o Thrift Saving Plan; TSP "Basics"; An Overview of the "G", "C" and "F" Funds;
Investing: The step Beyond "Just Saving"; Understanding Risk; and

Fundamentals of Investing

Instructor: J.P. McGehrin & Associates

Cost: Approximately \$40 per participant

Date: August 28, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by August 7.

TEAMBUILDING

Description: Participants will learn that a team is more than just a group of people working together, a team is a dimension in which there is a common purpose, mutual trust and respect, and support for the advancement of the individual and the team.

Instructor: R.C. Taylor and Associates, Inc.

Cost: Approximately \$150 per participant

Time: 9:00 a.m. - 4:00 p.m.

Date: August 6, 1996

Location: Lecture Room C, Administration Building

PLEASE NOTE: Request for Training Memo must be submitted by July 16.

COTR LEVEL I

Description: This course is required for certification as a contracting officers technical representative. If you have any questions regarding your need for this certification, please contact your administrative officer within your Division.

Instructor: Management Concepts, Inc.

Cost: Approximately \$175 per participant

Dates: August 26 & 27, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo needs to be submitted by August 12. **For technical questions please call Barbara Camp x6338.**

CONFLICT RESOLUTION (SUPPORT STAFF) THIS IS A GREAT CLASS

Description: In this 1-day workshop you will learn how to keep your cool, stand your ground and reach a position solution. You will also learn techniques proven to work in a variety of conflict situations.

Instructor: CareerTrack

Cost: Approximately \$150 per participant

Date: July 10, 1996

Location: Lecture Room D, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 14.

THE EXCEPTIONAL ASSISTANT

Description: In this 1-day powerful workshop you will learn essential professional skills such as, prioritizing, problem

solving, managing time, resources, and crisis, delegating, decision-making, political and people skills and much, much more. This is a great class for all support staff!

Instructor: Fred Pryor Seminars

Cost: Approximately \$125 per participant

Date: August 7, 1996

Location: Lecture Room C, Administration Building

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 8.

EFFECTIVE WRITING FOR PROFESSIONALS

Persons to attend course: Professionals who are skilled writers but need to further refine their writing style.

Description: Writing effectively means more than just writing correctly. It means developing a sensitivity to the reader's needs, an awareness of the purpose of writing a specific communication, and the ability to order ideas and word them for maximum impact and clarity. By the conclusion of the course, participants will be more constructively critical of their own writing and will begin to apply the writing principles discussed in class.

Instructor: Carol Solomon of Carol Solomon and Associates

Cost: Approximately \$150 per participant

Dates: July 16, 18, 23 and 25, 1996

Location: B111, Administration Building

Time: 9:00 a.m. - 12:00 noon

PLEASE NOTE: Request for Training Memo must be submitted by June 24.

WRITING FOR RESULTS

Description: The objective of the course is to introduce participants to the fundamentals of direct, concise, reader-oriented letters and memorandums. This class is designed for staff members with limited writing experience who need to write basic memos and letters.

Instructor: Carol Solomon of Carol Solomon and Associates

Cost: Approximately \$125 per participant

Dates: July 16, 18, 23, 25, 1996

Location: B111, Administration Building

Time: 1:00 p.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 24.

****COMPUTER TRAINING****

All NIST Request for Training Memo's must be received by the Training Office at least two weeks prior to the start date of the course unless otherwise noted. At this time, the Training Office will either obligate to the instructor or cancel the class. Receipt of the approved Memo serves as your space registration. All classes will be filled on a first-come-first-served basis. Any questions please call Pat on x3017.

Introduction to Windows is a prerequisite for all Windows applications!

All classes will be held in A41, Basement 101.

All 1-Day Classes will be \$125

All 1/2 Day Classes will be \$60

All 2-Day Classes will be \$225, unless otherwise stated.

EUDORA TRAINING

Description: This short (2 1/2 hour) class will teach participants how to send and receive electronic mail using PC-Eudora for Windows, how to create and manage mailboxes, nicknames and distribution lists, how to write rules to automatically direct incoming and outgoing mail to specific mailboxes, and how to send and receive files as attachments.

Some prior experience using MS-Windows is required.

Instructor: Chuck Eater of the Distributed Computing and Information Division

Date & Time: July 8, 1996, 1:00 p.m. - 3:30 p.m.

Cost: NONE

DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

THE BASICS OF SYNCHRONIZE TRAINING

Description: This class will cover the basics of using Synchronize, including how to create calendar items such as Events, To-Do's, and Reminders, customize calendar configurations through menu items, set alarms for meetings, manage another person's calendar, and how to let Synchronize take care of scheduling conference rooms.

Instructor: Linda Helfer and Donna Ott of the Distributed Computing and Information Division

Dates and Times:

July 15, 1996 - 9:00-11:30

July 24, 1996 - 1:00-3:30

July 25, 1996 - 1:00-3:30

July 29, 1996 - 9:00-11:30

July 29, 1996 - 1:00-3:30

July 31, 1996 - 1:00-3:30

Cost: NONE

PLEASE NOTE: DN-11's are not required but send and E-Mail message to Patricia.oconnor@nist.gov to register for a space, the class is limited to 15 people.

SYNCHRONIZE TRAINING PLUS II

Description: This class will teach Synchronize users the basics of the calendaring software plus go into more detail and cover a few more features of the software, including how to create calendar items such as Events, To-Do's, and Reminders, customize calendar configurations by editing configuration files, set permissions for effective use of their calendars by others, plus more advanced features such as using Synchronize as a stand-alone program and setting up programs to be executed when meetings are about to begin.

Some prior experience using MS-Windows, UNIX, or Macintosh is required.

Instructor: Chuck Eater and Tish Antonishek of the Distributed Computing and Information Division

Dates and Times:

July 1, 1996 - 1:00-3:30

July 3, 1996 - 9:00-11:30

July 9, 1996 - 9:00-11:30 or 1:00-3:30

July 11, 1996 - 1:00-3:30

July 15, 1996 - 1:00-3:30

July 17, 1996 - 9:00-11:30 or 1:00-3:30

July 25, 1996 - 9:00-11:30

July 31, 1996 - 9:00-11:30

Cost: NONE

PLEASE NOTE: DN-11's are not required but send an E-Mail message to Patricia.oconnor@nist.gov to register for a space.

INTERMEDIATE WINDOWS

Description: This class is designed for students who want to start an application from Windows without using an icon, use shortcut keys, add programs to windows, use Character map, record and run macros, and use the Clipboard. In addition, students will learn to use File Manager to change file attributes, search for files, create Program Manager icons, and use Drag and Drop to open and print files.

Instructor: ExecuTrain

Date: June 20, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted ASAP.

INTRODUCTION TO WINDOWS

Description: This one-day class will teach those new to the Windows environment the benefits of using Windows.

Instructor: Business Support Training, Inc.

Date: July 19, 1996 (Note New Date)

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 12.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Impact Services, Inc.

Date: July 2, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by June 18.

UPGRADING FROM WP5.1 TO WP FOR WINDOWS 6.1

Description: Your productivity will increase significantly with 6.1 by taking advantage of the Powerbars, Toolbars, Templates, and Coaches. First you'll learn how to use all the icons that appear each time you load the program, then you'll learn about some of the most remarkable, easy-to use features available in any wordprocessor on the market. And of course we'll cover your basic features Bullets, tabs, alignment, formatting, and tables as they are easier than ever. You'll also learn some of WP 6.1's Quick features that will allow you to get your work done more quickly.

Instructor: Lyndie Billey and Associates

Date: July 18, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for Training Memo must be submitted by July 3.

MICROSOFT POWERPOINT 4.0 FOR WINDOWS INTRODUCTION

Description: This class is designed for students who want to learn to open an existing presentation file and run a slide show; create a presentation using the Pick a Look Wizard; manipulate text; and draw and format lines and graphic objects. In addition, students will learn to add clip art to a presentation; use Microsoft graph; use the slide sorter view to work with slides; add transitions and automatic timing to a slide show; and print a presentation.

Instructor: Executrain

Date: July 30, 1996

Time: 9:00 a.m. - 4:00 p.m.

PLEASE NOTE: Request for training Memo must be submitted by July 16.

INTRODUCTION TO INFORMATION RESOURCES ON THE INTERNET

The Office of Information Services will present a seminar for beginners who want to access the files, databases, home pages, discussion groups, and other information on the Internet. Topics covered will include electronic mail, remote login (Telnet), file retrieval (File Transfer Protocol), Gopher, and World Wide Web. The seminar will consist of a one-hour overview session and a three-hour hands-on session. A Request for Training Memo is not required.

Overview Instructor: Marietta Nelson, Office of Information Services

Date: July 10, 1996

Location: Lecture Room C, Administration Building

Time: 1:30 p.m. - 2:30 p.m.

Cost: None

Hands-on Instructor: Jeff Harrison, OIS

NAVIGATING THE INTERNET WITH NETSCAPE

The objective of this introductory hands-on workshop is to practice accessing and retrieving information via the Internet using Netscape Navigator client software for Microsoft Windows. For best results, participants should have some prior experience using the Internet and should know how to use a mouse. A Request for Training Memo is not required.

To register, contact Jeff Harrison, x3054 or jharrison@enh.nist.gov.

| NIST VACANCIES FOR GAITHERSBURG, MD | | | | | | |
|--|---|--------|---------------------------------------|----------------------|----------------|--------------|
| JUNE 14, 1996 | | | | | | |
| Vacancy Announcements will not be available until the above date. | | | | | | |
| Div | Title | Series | Salary Range & Payband or Grade | Promoti on Potential | Vacancy Number | Closing Date |
| OPEN TO ALL QUALIFIED APPLICANTS | | | | | | |
| 353 | Motor Vehicle Operator AMENDED | 5703 | \$11.78hr. - \$13.77hr. WG-6 | NONE | NIST-1093/BL | 06/28/96 |
| 353 | Printing Assistant (Office Automation) AMENDED | 0351 | \$20,989 - \$27,297 ZS-III | NONE | NIST-0900/BL | 06/28/96 |
| 838 | Secretary (OA) | 0318 | \$18,229 - \$32,613 ZS-II/III | ZS-III | NIST-1105/MC | 06/21/96 |
| 203 | Administrative Specialist | 0301 | \$25,061 - \$43,888 ZA-II | NONE | NIST-1108/JC | 07/05/96 |
| OPEN TO CURRENT NIST STATUS EMPLOYEES & CTAP | | | | | | |
| 351 | Utility Systems Repairer/Operator | 4742 | \$14.99 hr. - \$17.52 hr. WG-10 | WG-11 | NIST-1165/BL | 06/21/96 |
| OPEN TO CURRENT NIST OFFICE OF THE COMPTROLLER STATUS EMPLOYEES & CTAP | | | | | | |
| 330 | Accountant [2 vacancies] | 0510 | \$26,786 - \$43,888 ZA-II | ZA-III | NIST-1191/AG | 06/21/96 |
| OPEN TO CURRENT DOC STATUS EMPLOYEES & CTAP | | | | | | |
| 108 | Personnel Management Specialist | 0201 | \$52,867 - \$81,217 ZA-IV | NONE | NIST-1211/KY | 06/21/96 |
| NTIS VACANCIES FOR SPRINGFIELD, VA | | | | | | |

| OPEN TO ALL QUALIFIED APPLICANTS | | | | | | |
|--|--|------|--------------------------------|-------|-------------|----------|
| NTIS | Customer Service Clerk (OA) [4 vacancies] | 0303 | \$18,229 - \$19,331 GS-3/4 | GS-5 | NTIS-041/JS | 06/28/96 |
| NTIS | Computer Specialist (Microcomputer Systems) | 0334 | \$30,658 - \$48,222 GS-9/11 | GS-12 | NTIS-182/JC | 07/05/96 |
| OPEN TO CURRENT NTIS STATUS EMPLOYEES & CTAP | | | | | | |
| NTIS | Financial Management Specialist | 0501 | \$25,061 - \$32,582 GS-7 | GS-12 | NTIS-179/JC | 06/24/96 |

APPLICANT SUPPLY FILE INFORMATION

NIST is collecting applications or resumes for future job openings in a range of occupational areas. Both government and non-government applicants (including NIST and DOC employees) may submit their applications or resumes to be retained in a file system for 90 days. A separate application or resume is required for each occupation and payband or grade. Please indicate the occupation, payband or salary level you want to be considered for at the top of your application or resume. (See below) Applicants eligible for the DOC Career Transition Assistance Plan (CTAP) and the Interagency Career Transitions Assistance Plan (ICTAP) will receive priority consideration for any vacancy that may occur. If you wish to extend your period of consideration for Applicant Supply beyond 90 days, you must submit a new application or resume package.

Applicants who would like to place their application or resume in the NIST Applicant Supply System may mail or drop off their package at: NIST, Office of Human Resources Management, Bldg: 101, Room: A-123, Gaithersburg, MD 20899, Attn.: Applicant Supply.

We are accepting applications or resumes for Applicant Supply in the following fields: **Paybands I thru V:** Engineers, Computer Scientist, Metallurgist, Mathematical Statistician. **Paybands III thru V:** Physical Scientist, Computer Specialist, Biologist, Social Science, Research Psychology, Economist, Chemist, Mathematician, Physicist. **Paybands I & II:** Accounting. **Payband III:** Nuclear Engineering Technician. **Payband I thru IV:** Clerical Support (OA), Office Automation Clerk/Assistant, Secretary (OA). **Payband II:** Police Officers.

TELECOMMUNICATIONS DEVICE FOR THE DEAF: Contact Maryland Relay Service at 1-800-735-2258. **Vacancy Announcements can be picked up OUTSIDE the Personnel Office Bldg.: 101 from 6:30 a.m. - 6:30 p.m.**

NIST PERSONNEL INFORMATION HOTLINE: DIAL **(301) 926-4851**. This is an outside call. Boulder vacancies are listed in the Boulder Lab Weekly Bulletin.